

Australasian Veterinary Examination Committee

Chief Examiner

ROLE DESCRIPTION

Context

The AVE Committee oversees examination development, quality assurance, standard setting and continuous improvement to support a fair, valid, reliable and defensible assessment of entry-to-practice competence.

Role purpose

The Australasian Veterinary Examination (AVE) Chief Examiner is to provide expert technical and clinical leadership for AVE examination content, assessment design and examiner calibration, ensuring the examination remains contemporary, consistent and aligned with Day One Competencies.

Key responsibilities

Examination content and standards

- Lead expert review and development of examination content, blueprint alignment, clinical scenarios, MCQs, OSCEs and marking rubrics.
- Convene and chair technical content subcommittees and engage subject-matter experts in collaboration with AVBC Executive.
- Advise the Committee on clinical validity, assessment standards, consistency and proposed content changes.

Technical quality assurance

- Provide technical input to examiner induction, calibration and assessment consistency, including the review of examiner and observer feedback to support continuous improvement, working with AVBC management on delivery.
- Review technical issues arising from examination performance, moderation, post-examination analysis and candidate feedback.
- Identify clinical or assessment integrity risks and promptly escalate material concerns.

Advice and collaboration

- Present clear technical recommendations to the AVE Committee, supported by evidence and documented rationale.
- Collaborate with the Head of Education and onsite examination leadership to ensure technical requirements are understood and achievable.
- Contribute to examination improvement projects without assuming responsibility for project management, procurement, employment or routine administration.

Authority and limitations

The AVE Chief Examiner leads technical content development and chairs content subcommittees as described in the AVEC Terms of Reference. Technical recommendations and changes requiring Committee approval must be

referred to the Committee. The role does not independently approve unbudgeted expenditure, appoint or employ examiners, contract suppliers, manage AVBC staff, determine candidate results or control examination logistics.

Skills and experience

- Current expertise in veterinary clinical practice and entry-to-practice competence.
- Strong knowledge of assessment design, clinical examinations, rubric development and calibration.
- Ability to lead subject-matter experts and communicate technical decisions clearly.

Appointment and tenure

As a member of the AVE Committee, the standard appointment term is three (3) years, with a maximum of two consecutive terms. Extensions are permitted in exceptional circumstances, in accordance with section 9 of the approved Terms of Reference. Staggered appointments are encouraged for continuity. Clinical appointees must meet the registration, active clinical practice, CPD and annual attestation requirements in section 8. The Terms of Reference identifies the Chief Examiner as a Committee member but does not separately specify how the Chief Examiner office is appointed; that mechanism should be confirmed in the appointment instrument.

Key working relationships

Members of the AVE Committee; working with the Committee Chair on technical governance and with the Head of Education/AVBC management on implementation. Technical leadership is distinct from operational line management.

Time commitment

Committee and technical working-group meetings, scheduled content review and calibration activities, and availability for material examination issues as agreed. Most is virtual however some in person attendance is required.

Common obligations

Comply with applicable AVBC policies and engagement conditions, manage conflicts of interest, maintain confidentiality and examination security, act professionally and escalate material risks or incidents promptly.